

**Wichita Police Department Policy Manual**

Approved by: \_\_\_\_\_

**Policy 108 - WPD Policies and Regulations Manual**

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Maintained by:  
Information Services

Issue/Rev.: R 06-27-2011

- 108.01 R As part of his or her initial equipment-issue, each new commissioned Department member shall be issued a current WPD Policies and Regulations Manual, for use while in the Recruit class, and will also be instructed on how to access policies and regulations on the Police Secure Portal site; and the Internet version of the MCT directory.
- 108.02 R Each new non-commissioned Department member shall be issued a current WPD Policies and Regulations Manual, for use during their orientation training, and will also be instructed on how to access policies and regulations on the Police Secure Portal site and the Internet version of the MCT directory. They will also sign an acknowledgement that they have read the policies and regulations that pertain to their current position, and that they will keep themselves updated on future revisions.
- 108.03 R WPD Policies and Regulations Manuals will be issued to all members of the Department Command-Staff that requests a printed copy.
- 108.04 R A WPD Policies and Regulations Manual will be maintained by the Information Services Unit and at all substations.
- 108.05 R Whenever any policy or regulation is substantively modified or is created or deleted during the year, the Information Services Unit shall be responsible for: printing and distributing the affected pages of the Policies and Regulations Manual to the persons responsible for updating the printed books; and posting the change(s) to the Police Secure Portal site, and the Internet version of the MCT directory. In addition, an announcement of the change(s) shall be emailed to all department members and placed on the Interwatch for seven consecutive days.
- 108.06 Each supervisor has the responsibility of insuring that his or her subordinates have been informed of all revisions, after they have been distributed.
- 108.07 The Information Services Unit is responsible for maintaining a formal revision-schedule for all Departmental policies and regulations, posting it on the Police Secure Portal site. The purpose of the revision schedule is to ensure that all policies and regulations are reviewed on a continual basis, subject to the following:
- A. the Chief of Police has determined that certain policies, because of their critical nature, shall receive added prominence within the Policies and Regulations Manual and have, therefore, been printed on pink-stock paper. The revision schedule shall ensure that each of these critical policies is reviewed annually;
  - B. all other policies and regulations shall be reviewed twenty-four months from the date changes were last approved or from the last review date, if no changes were made.
- 108.08 The Chief of Police, subject to the authority and direction of the City Manager, is responsible for the administration of the personnel policies, procedures and regulations for members of the Wichita Police Department, as contained in the WPD Policies and Regulations Manual. It is intended to be a unilateral expression of the personnel policies, procedures and guidelines of the Wichita Police Department. It is not intended to create any contractual rights of employment, either express or implied, between the City of Wichita and members of the Wichita Police Department. It is not intended to create any duty of care toward any individual or group of individuals.
- 108.09 R Printed Manual distribution:
- |                            |   |
|----------------------------|---|
| 1. Chiefs Office           | 3   |
| 2. Deputy Chiefs           | 3   |
| 3. Captains                | 10  |
| 4. Training                | 6+ the # of recruits in the current class |
| 5. Patrol West             | 1   |
| 6. Patrol East             | 1   |
| 7. Patrol North            | 1   |
| 8. Patrol South            | 1   |
| 9. Information Services    | 1   |
| 10. Professional Standards | 4   |
- Total book allocation                      31 + #of recruits in current class